



Town of Dumfries
Council Meeting

Meeting Date: October 23, 2012

Agenda Item# XII - E

AGENDA ITEM FORM

TYPE OF AGENDA ITEM:

- ☐ CONSENT AGENDA
☐ PRESENTATION
☒ ACTION ITEM
☐ TOWN MANAGER & STAFF COMMENTS
☐ PUBLIC HEARING
☐ Duly Advertised

PURPOSE OF ITEM:

- ☐ INFORMATION ONLY
☐ DISCUSSION ONLY
☒ DISCUSSION AND/OR DECISION
☐ Introduction ☐ Resolution
☐ Ordinance ☐ Grant/MOU
☐ By Motion ☐ Bylaws
☐ Certificate

PRESENTER: Christine Sanders

PRESENTER TITLE: Town Attorney

AGENDA ITEM:

Audio-visual recording/broadcast of Town Council Meetings, Recording of Town Council work sessions, which are not broadcast, and Minutes for Council meetings and work sessions

BACKGROUND / SUMMARY:

Last year Council passed a resolution regarding the audio/visual recording and broadcasting of Town Board and Commission meetings. Council recently reverted back to a monthly meeting and monthly work session format instead of 2 monthly meetings. Council has a policy of audio/visually recording and broadcasting its Council meetings. Council should consider a policy for whether it will audio or visually (or both) record work sessions even though the work sessions will not be broadcast. Additionally, Va. Code Section 2.2-3707(I) requires recorded written minutes of all open meetings (regardless of whether they are official meetings or work sessions. At a minimum minutes "shall be in writing and shall include (i) the date, time, and location of the meeting; (ii) the members of the public body recorded as present and absent; and (iii) a summary of the discussion on matters proposed, deliberated or decided, and a record of any votes taken. . . ." (id). Detailed minutes are not statutorily required. However, a past Council decided that it wanted detailed minutes. Council may wish to revisit this policy given the minute backlog and/or the need to hire additional resources to transcribe detailed minutes.

ATTACHMENTS:

Va. Code Section 2.2-3707

REQUESTED ACTION:

Vote by Council to see if there is consensus on a policy for recording (audio visually work sessions and a consensus for council minutes – summaries or detailed)

FOR MORE INFORMATION, CONTACT:

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Name:

Christine Sanders

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FOR USE DURING MEETING

VOTE:

☐ PASSED

☐ NOT PASSED

Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Brewer
<input type="checkbox"/>	<input type="checkbox"/>	Praino
<input type="checkbox"/>	<input type="checkbox"/>	Washington

Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Foreman
<input type="checkbox"/>	<input type="checkbox"/>	Reynolds

Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Forrester
<input type="checkbox"/>	<input type="checkbox"/>	Toney